

California Department of Veterans Affairs



"Honoring California's Veterans"

Classification: **Housekeeper**
Multiple Positions
(3)Permanent Full Time (Subject to Post & Bid requirements for BU15)
Position Effective Pending Budget Enactment

Salary: **\$2,098 - \$2,549 per month**

Location: Veterans Home of California-Barstow
 100 E Veterans Parkway Barstow, CA

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Applications will be screened and only the most qualified will be interviewed. **SROA PROVISIONS APPLY.**

Duties and Responsibilities: Under direction from the Supervising Housekeeper I, the housekeeper performs professional housekeeping tasks involved in the care, cleaning, preservation and maintenance of living quarters and valuable objects of personal, historic and artistic value; and other related work. The predominant duties for this position include, but are not limited to:

Follows a prescribed routine sweeping, scrubbing, mopping, spotting and waxing floors; vacuums carpets and rugs; cleans hallways, offices and lobbies; cleans, dusts and polishes furniture and fixtures. Cleans kitchenettes, common restrooms, showers and resident lounge areas. Makes beds as designated. Cleans windows, bathrooms and lavatories. Empties and cleans waste receptacles. Mixes cleaning chemicals for use. Keeps an inventory of supplies needed to complete job tasks. Replenishes housekeeping supplies. Reports any and all repairs needed to supervisor.

Shifts: (2) A.M.'s 7:00- 3:30 p.m. 1-Sun., Mon. off, 1-Tue. Wed. off
 (2) P. M.'s 12:00-8:30 p.m. 1-Tues., Wed. off 1- Thurs. Fri. off

Desirable Qualifications:

- ❖ Knowledge of use and care of chemicals, equipment and MSDS.
- ❖ Be dependable, reliable and able to get along well with others.
- ❖ May be required to work weekends.
- ❖ Ability to communicate effectively.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
 Veterans Home of California, Barstow
 100 East Veterans Parkway
 Barstow, CA 92311
 Attn: Human Resources

Inquiries:

Voice: (760) 252-6282
 TDD: (760) 252-6234

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. "PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS". IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RELEASED: 09/03/08

